

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 33

June 30, 2009

**SUBJECT: SERGEANT'S DAILY REPORT FIELD NOTEBOOK DIVIDER,
FORM 18.49.00 - ACTIVATED**

PURPOSE: The Los Angeles Police Department recently revised the Sergeant's Daily Report (SDR), Form 15.48.00. The SDR is intended to give Area watch commanders and commanding officers a tool to better evaluate the performance of field supervisors. It will also give supervisors the ability to measure their own daily efforts to meet the needs of the watch. This Order activates the Sergeant's Daily Report Field Notebook Divider, Form 18.49.00.

**PROCEDURE: SERGEANT'S DAILY REPORT FIELD NOTEBOOK DIVIDER,
FORM 18.49.00 - ACTIVATED.** The Sergeant's Daily Report Field Notebook Divider will assist supervisors in accurately completing the revised SDR. This notebook divider is not intended to be an attachment to Department reports.

FORM AVAILABILITY: The Sergeant's Daily Report Field Notebook Divider, Form 18.49.00, is immediately available in LAPD E-Forms on the Department's Local Area Network.

AMENDMENTS: This Order adds Section 5/18.49.00 to the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Internal Audits and Inspections Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/80.30.



WILLIAM J. BRATTON
Chief of Police

Attachment

DISTRIBUTION "D"

SERGEANT'S DAILY REPORT, FORM 15.48.00

GENERAL RULES

- A. The Sergeant's Daily Report (SDR) is used to capture oversight activities completed by a field supervisor on a daily basis.

This notebook divider does not affect Gang Enforcement Detail supervisors. They shall continue to complete Gang Enforcement Detail – Supervisor's Daily Report, Form 15.49.00.

SPECIFIC ENTRIES

1. SERGEANT: The last name, initials and the serial number of the supervisor shall appear on the report.
2. DATE: The date for which you will be credited as having worked. Do not use number designation of month.
3. DIVISION: The divisional area of watch assignment.
4. WATCH: Enter appropriate watch; e.g., W1, W2, W3, et cetera.
5. ASSIGNMENT: Use complete unit designation number (e.g., 17L40, 10W80, et cetera).
6. C7: Document code-seven by placing "Yes", "No", or "N/A" (Not applicable) for supervisors working under the No Code-7 Pilot Program.
7. EOW O.T.: Indicate the number of overtime hours worked.
8. O.T. DELIVERED TO: Indicate the name and serial number of the supervisor signing the overtime report.
9. AVAILABLE FIELD TIME: Indicate the total amount of time the supervisor was available to respond to requests and perform proactive supervisory duties.
10. ACTIVITY SECTION: The "**Activity**" section is intended to provide watch commanders and commanding officers a tool to better evaluate the performance of field supervisors. In addition, this section will afford supervisors the ability to measure their own daily efforts to fulfill their oversight duties and meet the needs of the watch.

The following activities in the "**Activity**" section are provided to document the number of responses for each category.

- A. CALLS RESPONDED: Calls for service to which the supervisor responded by his/her own initiative.
- B. SUPERVISORY REQUEST: Number of supervisor requests responded to.
- C. AUDITS COMPLETED: Self initiated audits pertaining to oversight duties, divisional or watch concerns, et cetera. Each entry in this activity category should be accompanied by a narrative entry.
- D. COMMENT CARDS COMPLETED: Comment Cards completed documenting employee performance.
- E. COMMENDATIONS: Commendations of employee performance completed.
- F. TEAMS II REVIEW: Completion of routine management/supervisor reviews of employee TEAMS II reports.
- G. ACTION ITEMS INITIATED: TEAMS II action items created by the supervisor.
- H. ACTION ITEMS COMPLETED: TEAMS II action items completed and closed out.
- I. USE OF FORCE INVESTIGATIONS: Use of force investigations conducted or completed during the work shift.
- J. PURSUIT INVESTIGATIONS: Pursuit investigations conducted or completed during the work shift.
11. NOTED BY WATCH COMMANDER: This field is intended for the watch commander's signature.
12. SIGNATURE: Signature of the supervisor completing the SDR.
13. WATCH COMMANDER'S COMMENTS: This field is intended for any watch commander's comments related to a submitted SDR.